

OFFICE OF GENERAL COUNSEL

PERSONNEL

CONFIDENTIAL

CAPT. L. R. HOUSTON, ACTING GENERAL COUNSEL

Handles all legal matters pertaining to agency's affairs and advises the Director, Assistant Directors and other officials of agency on legal problems; reviews work prepared by other attorneys in office and takes final action thereon and advises them on procedures to be followed and factors to be considered in handling problems at hand; assumes responsibility for determining agency's legal rights and responsibilities with respect to legal matters arising out of conduct of agency's affairs; in absence of General Counsel, assumes final responsibility for all such determinations and for conduct of all work of office of General Counsel. Prepares opinions for Director and other officials of agency on wide variety of legal questions, including contracts, claims, property, finance and fiscal procedures, and effect of specific statutes and regulations on conduct of agency affairs; reviews and approves or revises general and special orders, administrative instructions and similar documents, prepared initially in office or elsewhere.

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MR. J. S. WARNER, ASSISTANT GENERAL COUNSEL

Acts as counsel to Finance Branch, furnishing legal advice to the Chief, Special Funds Division, the Agent-Cashier, the Audit Section of the Special Funds Division and the Chief, Finance Branch; assists General Counsel in advising the Director of the Strategic Services Unit on all Unit financial matters. Maintains liaison with U. S. Employees' Compensation Commission, and handles death and disability claims of civilian employees of Strategic Services Unit, including cases of agents where special processing is necessary for security reasons. Drafting special contracts involving the use of unvouchered funds, wills, leases and termination notices, assignments, releases, affidavits, certificates and other legal instruments. Legal research involved in the preparation of opinions and memoranda concerning legal problems in connection with agents, other special funds personnel and problems presented for decision of this office. Advises on tax matters, Trading with the Enemy Act, Treasury laws and regulations, as well as other Government rules and regulations.

ASSISTANT GENERAL COUNSEL

Handles legal research necessary for the preparation of opinions and documents concerning legal problems

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Unit for security reasons; drafts special contracts, wills, leases and termination notices, assignments, releases, affidavits, certificates and other legal instruments on special problems assigned by General Counsel. Prepares evidentiary documents necessary for the settlement of special claims both within and without the continental limits of the United States. Drafts forms and supporting papers in

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ASSISTANT GENERAL COUNSEL

Reviews contracts and supervises termination thereof; prepares special contracts, wills, leases and termination notices, assignments, releases, affidavits, and other legal instruments. Acts as liaison with JAGC, particularly with regard to claims, military justice and military affairs. Handles property and accident claims; does research on special confidential problems assigned by General Counsel.

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ACTING ADMINISTRATIVE OFFICER

Supervises and correlates all clerical procedures and distribution of stenographic work in conjunction with attorneys in office. Supervises leave and other personnel matters involving civilian employees, prepares and submits necessary forms and acts as payment clerk. Prepares correspondence where no legal decisions are involved. Collects, assembles and analyzes from various sources within agency source material for consideration of all attorneys. Acts as Notary Public for Office of General Counsel, reviewing and notarizing such legal documents as may require certification.

CLERK-STENOGRAPHER

Maintains courier and registry service for Office of General Counsel. Maintains appropriate courier receipt records and checks outgoing material prepared by other secretaries in office for accuracy of routing, courier receipts and addresses. Takes and transcribes legal dictation, preparing such correspondence and documents in appropriate form following established procedures of this Unit and of the War Department. Performs such secretarial duties for attorneys as answering telephone, referring inquiries to appropriate personnel, making appointments, etc. Performs receptionist duties as required.

- 3 -

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CLERK-STENOGRAPHER

Maintains chronological and subject files on all correspondence pertaining to legal matters for Office of General Counsel. Maintains central reference file of all general orders, special orders, administrative instructions and other agency directives. Distributes and routes mail within office. Takes and transcribes legal dictation, answers telephone, makes appointments for attorneys and performs secretarial duties as required.

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CLERK-STENOGRAPHER

Maintains in current status in law library such legal services as Commerce Clearing House law services, Federal Tax Guide, slip laws, Army regulations, Civil Service Commission Regulations and Termination Regulations. Performs secretarial duties such as taking and transcribing legal dictation, answering telephone and making appointments for attorneys.

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